



# Town of Carlisle

MASSACHUSETTS 01741

Office of  
**PLANNING BOARD**

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**MINUTES**  
**June 9, 2003**

## **Minutes**

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**Application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for an 8-unit condominium, Laurel Hollow, at 302 Lowell Road (Map 21, Parcel 12), 2 units to be offered as affordable housing. (Application of MKCKMK, LLC, referred by Board of Appeals)**

**Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics] – Review of parcel automation pilot**

**Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]**

**Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR]**

**Discussion of 2003-2004 Planning Board goals and objectives**

**Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR] – executive session re: pending litigation**

Chair pro tem Louise Hara called the meeting to order at 7:30 p.m. in the Clark Room at Town Hall. Board Members Rich Colman, David Freedman, Dan Holzman, Tom Lane and Phyllis Zinicola were present. Planning Administrator George Mansfield, Administrative Assistant Anja Stam and *Mosquito* reporter David Ives were also present. Member Michael Abend was not present this evening.

## **Minutes**

The minutes of 5/12/03 were reviewed. Hara suggested a clarification regarding the bill from GPR. With this change made, Freedman moved and Zinicola seconded a **motion to approve the minutes of May 12, 2003 as amended**. The motion carried 5-0-1 with Colman abstaining.

Lane then moved to **approve the minutes of the Special Meeting of May 29, 2003 as drafted**. Colman seconded the motion and it carried 5-0-1 with Zinicola abstaining.

## **Organization of 2003-2004 Board**

Mansfield reported that Abend would like to act as liaison to the Board of Selectmen. Abend also indicated that he would decline the chairmanship if nominated, but could serve as Vice Chair if the Board so wished.

Freedman moved to **nominate Hara as Chair**. Zinicola seconded the motion and Hara accepted.

Hara moved and Freedman seconded a **motion to nominate Zinicola as Vice Chair**. Zinicola accepted.

Hara moved to **nominate Lane as Treasurer**. Holzman seconded the motion and Lane accepted.

Hara moved and Zinicola seconded a **motion to nominate Colman as Clerk**. Colman accepted.

Freedman then moved to elect the slate of officers as nominated. Colman seconded the motion and it carried 6-0.

Freedman also moved to appoint Zinicola as representative to the Community Preservation Committee. Lane seconded the motion and it carried 6-0.

The Board discussed appointments and liaisons to other boards and committees and there were volunteer for several of the positions, but they agreed to table any further decisions until the next meeting when Abend could be present.

### **Budget**

Mansfield distributed copies of specifications and prices for Dell computer monitors. After discussing the various options, Lane moved to direct the PA to purchase the 18" Dell monitor as shown in the specifications. Colman seconded the motion and it carried 6-0.

The Board reviewed the FY03 budget and agreed to encumber any remaining funds to pay for the completion of the wireless study. The AA noted that she would be ordering office supplies next week, and expected the total to be approximately \$75.

Although the Town Administrator asked boards to review their FY04 budgets and reallocate line items as necessary, Lane stated that the Planning Board had already prepared its budget thoughtfully and could not anticipate further changes. Mansfield also noted that the chair must sign payroll change forms for the new fiscal year.

### **Summer Meeting Schedule**

After reviewing staff availability and the *Mosquito's* publishing schedule, the PA proposed summer meetings as follows: July 28, August 18, September 8 and September 29. Colman stated that he would not be available on August 18. With no other conflicts known at this time, the Board approved the meeting schedule as proposed by Mansfield.

### **Proposed Personnel Policy Handbook**

Mansfield reported that the Personnel Board has accepted the Personnel Policy Handbook and it will be presented to the Board of Selectmen at their meeting tomorrow and then voted on at their June 24<sup>th</sup> meeting. Hara asked Board members to contact her if they had any comments on the handbook.

### **Annual Employee Performance Reviews**

The Board directed Stam and Mansfield to complete their self-assessment forms by Monday June 16 and forward these electronically to the Board. Board members will then provide comments to Hara, who will prepare the Board's evaluation of the staff and present it to the Board at the June 23 meeting.

### **Discussion of drainage issues at Great Brook Estates**

Mansfield reported that Ross Engineering had originally designed an infiltration trench parallel to the common driveway, but the contractor installed a culvert. The Board's engineer, Land Tech, directed the developer to remove the culvert and replace it with a swale. This swale is now washing out and carrying debris into the wetland. The Conservation Administrator has taken photos and will prepare a memo to be forwarded to Land Tech. Mansfield explained that this misunderstanding might have occurred because Ross' plans are difficult to read.

Holzman expressed concern over the use of infiltration trenches in general. He cited a study, which found that infiltration trenches generally silt up and fail in less than five years unless they are provided with a rigorous maintenance schedule. Holzman thought that a stone lined swale might resolve the situation at Great Brook Estates.

The Board suggested that Mansfield ask Gary Shepard of Ross to reevaluate the design and propose an alternative. The PA will forward the Conservation Administrator's photos and report to Shepard and Gould. The Board also suggested that the engineers review the culvert to determine why water is flowing over the road rather than under it.

**ANR Plan: off Route 27 (Main Street, Acton), Map 18, Parcel 32, Acton Garage Storage, Inc., applicant**

Mansfield presented this ANR which straddles the Acton/Carlisle border. He explained that the change in lot lines apparently gives the existing building in Acton a 40' setback in Carlisle. Lane moved to endorse the **Plan of Land in Acton, MA prepared by Stamski and McNary for Fenton dated 4/8/03, as Approval Not Required**. Freedman seconded the motion and it carried 5-0-1 with Colman abstaining. The Board asked Stam to inform the Assessor that the lot located partially in Carlisle's residential district is zoned for commercial use in Acton.

**Review of policy on responsibility for payment of review engineer fees for lot grading inspections, Hart Farm Estates Definitive Subdivision Plan (Request of applicant Michael Kenny)**

The PA spoke with the applicant earlier today, who asserted that he is not responsible for costs associated with inspections of grading on individual lots at Hart Farm Estates. Therefore these costs should not be paid with the 53G account funded by Kenny, but rather by individual lot owners. To date, most lot owners have reimbursed Kenny for lot grading inspections, but two lot owners have refused to do so. Kenny believes the Planning Board must resolve this issue. He also believes that he will complete the subdivision within the next two weeks and will be seeking a certificate of completion at the next meeting. Kenny maintains that individual lots are not part of the subdivision and therefore lot grading should not be a condition of completion. Holzman noted that other towns require final grading approval of all lots prior to subdivision completion. Hara also noted that grading issues on Lot 2 have caused flooding of the trail easement adjacent to that lot.

The Board asked the PA to advise Kenny that the Planning Board is not responsible for resolving financial issues between developers and builders. They also recommended that Kenny file for a subdivision extension because grass must be established, drainage issues at the trail easement must be resolved, an as-built plan must be submitted and construction reviewed by the Board's engineer prior to subdivision completion. Mansfield also noted that several homeowners have expressed concerns regarding subdivision construction and maintenance. The Board asked the PA to make these homeowners aware that Kenny is seeking subdivision completion and that they should attend the next PB meeting if they wish to be heard.

Hara recommended that all Board members visit the site prior to the next meeting.

**Application to Zoning Board of Appeals for Comprehensive Permit under MGL Chap. 40B for an 8-unit condominium, Laurel Hollow, at 302 Lowell Road (Map 21, Parcel 12), 2 units to be offered as affordable housing. (Application of MKCKMK, LLC, referred by Board of Appeals)**

Mansfield informed the Board that because of other time commitments, Sue Carter of David Ross Associates would only act as a secondary consultant for the peer review process. The Board asked the PA to remind the Board of Selectmen that the Planning Board would like to receive copies of all consultant reports from the peer reviewer in order to provide timely feedback.

**Development of digital town-wide parcel data layer and GIS technical support [Applied Geographics] – Review of parcel automation pilot**

Board members were unable to review the pilot CD-rom, but suggested that the Assessor should review it as soon as possible so that Applied Geographics may move forward and complete the project. The Board authorized Mansfield to direct Applied Geographics to continue if the Assessor's office approves of the format. They also asked the PA to inform Carol Thomas that this information is coming.

**Preparation of Community Development Plan to meet requirements of Executive Order #418 [Thomas Planning Services and McGregor & Associates]**

Freedman reported that the Housing Focus Group discussion went well and issues and concerns regarding this topic were identified. Ezra Glenn will prepare a report of the focus group discussion and there will also be a report in the *Mosquito*. He also reported that the Economic Development Focus Group is scheduled to meet on June 17 and will be organized by Tricia Smith. Rich Colman agreed to represent the Planning Board at this discussion.

**Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR]**

Mansfield reported that at least three BOS members would be able to attend BSL's presentation at the June 23 Planning Board meeting. The PA was directed to place a notice in the Mosquito for 7:45 p.m. and invite other Boards as well. Abend will attend the BOS meeting tomorrow night to briefly explain the study and invite the Board to the presentation. Hara will meet with Cons Com on 6/12 and Freedman agreed to contact the Fin Com.

**Review of as-built conditions on Berry Corner Lane [request of Michael Vale and David Valchuis]**

In a letter dated 5/30/03, and delivered to the Board today, Michael Vale agreed to pay engineering review costs necessary to compare the as-built plan dated 10/21/01 with the DEP approved plan dated 11/28/00. These two plans will then be compared with actual conditions in the field. In a phone call with the PA, Abend recommended that the Board consult with Town Counsel before directing Land Tech to review the plans. Board members agreed and asked the PA to do so.

**Discussion of 2003-2004 Planning Board goals and objectives**

Hara asked each Board member to review the list of goals and objectives and volunteer to oversee at least one item.

Holzman agreed to write stormwater runoff regulations. He also offered to prepare development regulations for grading of individual lots and to work with the Board of Health to develop a proactive water management plan.

Freedman saw a need to review ZBA regulations for 40B applications and to advise them of possible revisions.

Colman offered to write rules and regulations for the Scenic Roads bylaw.

The Administrative Assistant offered to copy all minutes referenced in the "To Do" list for the Board, and to have them available at the next meeting.

**Identification and analysis of potential sites for Wireless Communications Facilities [Broadcast Signal Lab and GPR] – executive session re: pending litigation**

At 10:25 p.m. Freedman moved to go into executive session for the purposes of discussing pending litigation regarding wireless applications, not to return to regular session. Colman seconded the motion. The Board was polled and unanimously approved the motion.

*(David Ives left the meeting.)*

At 10:40 p.m. Freedman moved to exit the executive session and to adjourn the meeting. Zinicola seconded the motion. The Board was polled and the motion carried unanimously.

Respectfully submitted,



Anja M. Stam  
Administrative Assistant